



# State of Nevada

## *Nevada Information Technology Operations Committee (NITOC)*

### Standard

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#### 1.0 PURPOSE

The State of Nevada will use this Document Format standard to establish a uniform format for all Information Technology (IT) documents (policies, standards, or procedures) produced within Nevada state government.

#### 2.0 SCOPE

This standard applies to all State of Nevada IT Committees under Nevada Information Technology Operations Committee (NITOC) who participate in the origination, revision, and/or control of documents to be placed under Document Control.

#### 3.0 EFFECTIVE DATES

Documents with no fiscal impact, the default effective date for implementation is six (6) months or by a specified date, whichever comes first, after publication or dissemination.

Documents with fiscal impact will be implemented six (6) months following the end of any biennium or by a specified date, whichever comes first.

#### 4.0 RESPONSIBILITIES

The responsibility of each committee chair when establishing new policies, standards or procedures is to make certain that all documents follow this format.

#### 5.0 RELATED DOCUMENTS

State Document Template (2T01)  
State Interim Document Template (2T02) – See Exceptions 7.0

#### 6.0 STANDARD

All State of Nevada IT policies, standards, and procedures created by IT Committees under NITOC will use the State of Nevada Document Format Template (2T01). Additional Sections maybe added to the template format, however, the order of Sections may not be changed or omitted.

Documents will be reviewed by NITOC for approval and submitted to the IT Strategic Planning Committee (ITSPC) for final approval.

The approved naming convention adopted by NITOC will be used for all policies, standards, and procedures.

Approved policies, standards, and procedures will become effective according to Section 3 (Effective Dates), unless written justification is submitted and approved by NITOC as to the reason for exception.



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All approved policies, standards, and procedures will be reviewed, at least biennially, by the sponsoring committee and remain in effect until it is rescinded or superceded.

Approved policies, standards, and procedures will be placed under document control.

#### 7.0 EXCEPTIONS/OTHER ISSUES

Any policy, standard, or procedure that requires immediately implementation may be processed using the State Interim Document Template (2T02) and requires only the approval signature of the NITOC Chair.

- All interim policies, standards and procedures must be reviewed at the next NITOC meeting following implementation for approval.
- Once approved by NITOC, it will be forwarded to ITSPC for approval.
- If approved by both Committees, interim will become permanent.
- Lack of action by either NITOC or ITSPC will leave the interim version in effect.

A policy, standard, or procedure may be implemented sooner than the normal six (6) month window, if approved by NITOC and the IT Strategic Planning Committee.

If there is a demonstrated requirement for the approved policy, standard, or procedure to remain in effect for only a specified period of time and it is approved by the NITOC.

<i>Approved By</i>		
Title	Signature	Date
NV IT Operations Committee Chair	Signature on File	02/09/06
IT Strategic Planning Committee Chair	Signature on File	02/09/06

<i>Document History</i>		
Revision	Date	Change
2.01 (A)	12/13/2001	Initial release.
2.01 (B)	01/12/2006	Updated to change GITOC to the IT Strategic Planning Committee.